

Application Form for Grant under “Student’s co-curricular Activities Scheme”

Part-A:

1. Name of Main Applicant:

Email:

Tel. No.:

2. Name of Mentor/ Guiding Teacher

3. Department:

4. Title of the Project:

5. Category of Project:

- (i) *Equipment cost for BE/ ME Project*
- (ii) *Funds for equipment/ travel funds for participation in a competition involving a small team of 2-3 students*
- (iii) *Funds for publishing a paper in reputed journal or for attending a conference that will lead to publication in reputed journal*
- (iv) *Equipment/ transport/ travel cost for participation in major national/ international event involving a large team (preferably multi-departmental)*

6. Venue and the dates of the event:

7. Name of the organization hosting the event:

(Please attach the brochure, invitation/ registration letter)

8. Expected total cost of the project:

9. Sources of Funds for the project:

10. Amount of Grant Requested from the College:

Part-B

1. Salient Features of the Project/ Event;

Please give about 300 words write-up (attach a separate sheet) giving details of the project/ event and its relevance of the college. Relevant documents (Brochure, invitation letter, registration documents if any) may kindly be attached.

2. List of Team Members

| Sr. No. | Name of Student | Year | Department | Special Remarks if any |
|---------|-----------------|------|------------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3. Budget Details with suitable justifications

| Sr. No. | Budget Head | Amount | Possible Sources of Funds | Justification (Use extra sheet if required) |
|---------|---|--------|---------------------------|---|
| 1 | Estimated or actual cost of Equipment (Please give break up under heads such as major components, materials, fabrication) | | | |
| 2 | Transport Cost if any | | | |
| 2. | Travel Cost if any | | | |
| 3 | Registration Fee if any | | | |
| 4 | Government Fees/ Taxes if any | | | |
| 5 | Any other Head | | | |
| | TOTAL | | | |

4. Undertaking:

I will be responsible for using the funds as per rules of the Mahatma Education Society/ Pillai College of Engineering. I shall submit the Report of the event and the expenditure details (along with the receipts) within 10 days of completion of the event.

Signature:

Name:

Recommendation of the Mentor/ Guiding Teacher:

Recommendation of the Head of Department: